

Notice: Section NR 439.03(4), Wis. Adm. Code, contains various requirements for an owner or operator of a source to report to the department by the next business day any deviation from permit requirements and certain malfunctions or other unscheduled events at the source that were not reported in advance to the department. You may use this form to submit your Report. **Use of this Form is voluntary.** Please note that Reports must be signed by a responsible official, as defined in NR 400.02(136), Wis. Adm. Code. Personally identifiable information collected on this Form may be provided to requesters as required by Wisconsin's Public Records law (ss. 19.31-19.39, Wis. Stats.).

Facility Name:	Facility Identification No. (FID):
Permit No. and Condition(s) Affected:	Permit Process No./Unit Description:

Start/Stop Time(s) of Deviation/Malfunction/Unscheduled Event:

Cause(s) of Deviation/Malfunction/Unscheduled Event:

Corrective Action(s) taken during the period of Deviation/Malfunction/Unscheduled Event to address problems and minimize emissions (including when they were taken and the period of time necessary to correct the Deviation/Malfunction/Unscheduled Event):

Additional Comments (may include the following: pollutant(s) affected, estimate of excess emissions emitted with basis/calculation of estimate, description of the Deviation/Malfunction/Unscheduled Event, method used to determine the Deviation/Malfunction/Unscheduled Event, the status of the operation, measures taken during and after Deviation/Malfunction/Unscheduled Event to prevent re-occurrence, and if the facility's Malfunction Prevention and Abatement Plan (MPAP) was revised):

Certification

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in this document are true, accurate and complete.

Report prepared by: _____

Signature of Responsible Official	Title	Date
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Next Business Day Reporting Assistance

What should be reported and by when?

The following information should be reported by the next business day following the onset of a malfunction or unscheduled event as required by NR 439.03(4)(a) and (b), Wis. Adm. Code.

1. Facility Name and FID
2. Permit number and condition deviated (e.g., 555555550-P01, I.B.3.c.(4))
3. Permit process number and unit description (e.g., boiler B10)
4. Cause and duration of the exceedance
5. The period of time considered necessary for correction
6. Measures taken to minimize emissions

The following information should be reported by the next business day for deviations from permit requirements as required by NR 439.03(4)(c), Wis. Adm. Code. Identification of a deviation should be made as soon as practical.

1. Facility Name and FID
2. Permit number and condition deviated (e.g., 555555550-P01, I.B.3.c.(4))
3. Permit process number and unit description (e.g., boiler B10)
4. The probable cause of the deviation
5. Any corrective actions or preventive measures taken, or which will be taken to prevent future deviations

Who needs to submit the report and by when?

The report may be submitted by any facility contact. However, the report shall contain a certification by the responsible official as to its truth, accuracy and completeness according to NR 439.03(10), Wis. Adm. Code. In addition, the report shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate and complete. Responsible official is defined in s. NR 400.02(136), Wis. Adm. Code.

NR 439.03(10), Wis. Adm. Code does not specify a deadline for certification of the report. Uncertified reports are acceptable for purposes of meeting the next business day reporting requirement and may be followed with a certified version as soon as practical.

Where to submit the report?

The facility may submit the report to the DNR Air compliance engineer assigned to the facility by using the Switchboard. The location within switchboard to upload is through the *Air Compliance Actions* button then the *Deviation Notifications* tab on the facility's page. The assigned Air compliance engineer is notified via email upon upload when a facility uses the Switchboard portal to submit reports electronically. Electronic signature assistance can be found at www.dnr.wi.gov and search "NDDReportingQuickInstructions".

Alternatively, the facility may submit a hard copy of the report to the assigned Air compliance engineer. To find the DNR Air compliance engineer assigned to a facility, log into the DNR Switchboard at www.dnr.wi.gov and search "Switchboard", select *View Facility Air Data (and Upload)*, click *Facility Home* and then *General*.

How to sign the report?

After the report has been submitted electronically, the responsible official shall either electronically sign the report through the switchboard or mail the wet ink signature to the assigned Air compliance engineer. Electronic signature assistance can be found at www.dnr.wi.gov and search "NDDReportingQuickInstructions".

NR 439.03(10), Wis. Adm. Code does not specify a deadline for certification of the report. Uncertified reports are acceptable for purposes of meeting the next day reporting requirement and may be followed with a certified version as soon as practical.